

CSS 497 Cooperative Education Contract

STUDENT INFORMATION

Full Name (Last, First)	Student ID

CREDIT DISTRIBUTION

(Credits from both quarters must equal 10)

First Quarter			Second Quarter		
Quarter	Year	Credits	Quarter	Year	Credits
Grade Option (Check only one)			<input type="checkbox"/> Decimal <input type="checkbox"/> CR/NC		

PROJECT INFORMATION

Please answer the following questions regarding your proposed Cooperative Education project.

Project Title:					
Option: (Circle/highlight one)	1 Sponsored Internship	2 Current Employer	3 Faculty Research	4 Individual Project	5 Group Project
Brief Description					
Cooperative Education Sponsoring Organization(s)			Faculty Advisor		

Please answer the following questions on a separate page and attach it to this contract or download the contract online at www.uwb.edu/bscss/css497.

1. Describe the project.
 - a. Include any relevant background information.
 - b. Clearly describe the benefits of the proposed project (e.g. 'What is this project going to accomplish?').
2. Provide a clear, detailed description of the academic merit of proposed project. Academic merit is defined as ways in which you will further develop your core and advanced technical competencies. Please list the competencies you will focus on and provide a brief description of how each one will be further developed by your involvement in this project. (For more information, see "Core & Advanced Competencies" at www.uwb.edu/bscss/css497/student-guide/competencies)
3. What specific software development tools will you use to complete this project and why are they appropriate?
4. Provide a detailed project plan including proposed deliverables and due dates.
5. Provide a list of potential barriers and/or problems that may slow down or potentially prevent the successful completion of this project.
6. What methods and criteria do you propose for evaluation of this project? Be specific.
7. List all computer equipment, office/lab space, supplies, human resources and/or financial support that are required to complete this project.

Student, Faculty Advisor & Cooperative Education Sponsor Statement of Agreement

1. The **Student** agrees to:

- a. Perform to the best of his or her ability and to the satisfaction of the cooperative education sponsor(s) those assigned tasks related to the cooperative component of this contract and adhere to all personnel rules.
- b. Perform to the best of his or her ability learning activities negotiated with the faculty advisor as stated in the contract, including communicating with the faculty advisor according to the scheduled course meetings and other scheduled events as indicated in the contract.
- c. Talk with the cooperative education sponsor, faculty advisor, CSS Internship Coordinator, and other program representatives with regard to any changes, revisions, or concerns regarding the Cooperative Education project. Meet with the CSS Academic Advisor to complete an audit of your degree completion.
- d. Complete all deliverables as described in the contract, present findings at the CSS colloquium and prepare a final report and poster.
- e. Turn in a final assessment of your cooperative education experience including any "lessons learned" and advice for future students.
- f. Prior to the completion of CSS 497, prepare an abstract to be approved by the faculty advisor and the internship sponsor. The approved abstract needs to be turned in to the CSS Internship Coordinator

2. The **Faculty Advisor** agrees to:

- a. Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.
- b. Utilize meeting times with the student as an opportunity to develop writing skills by reviewing one or more drafts of the final paper and/or software project, and the abstract.
- c. Approve an abstract of the project prior to assigning the course grade. At the end of each quarter, assign a decimal grade or credit/no credit grade according to the evaluation criteria identified in the Cooperative Education (CE) Contract. (Note: these criteria are reviewed during the program approval process of the Cooperative Education contract.) Upon completion of the 10-credit project, provide your final evaluation of the project. Incorporate any feedback received from the Cooperative Education sponsor into your final evaluation.

3. The **Cooperative Education Sponsor** agrees to:

- a. Provide a good learning and training environment for the student, keeping routine work such as typing and filing to a minimum.
- b. Evaluate the proposal and make agreements, if applicable, with the student and faculty advisor pertaining to the following: a) any and all intellectual property rights; b) non-disclosure or confidentiality of specific sponsor methods, technologies and/or business strategies; c) time-limitations for non-compete agreements between all parties; and d) acknowledgement of any and all rights to ownership of pre-existing knowledge.
- c. Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student's hours and performance.
- d. Approve an abstract of the project prior to completion of the contract. Complete an evaluation of the student's performance. This evaluation will be sent to you by the CSS Internship Coordinator before the student can receive credit.

The CSS Internship Coordinator will coordinate the internship and provide administrative support services as needed by the student, faculty advisor, and cooperative education sponsor.

This contract may be terminated or amended by the student, faculty advisor, or Cooperative Education sponsor at any time upon two weeks written notice, which is received and agreed to by the other parties.

Acknowledgement of the completion of the CE requirement for the Bachelor of Science in Computing & Software Systems will be granted for the Cooperative Education project when the CSS Program has received the following: a satisfactory evaluation of the student's performance from the Cooperative Education sponsor, a final grade, student assessment of the Cooperative Education experience, and a copy of the student's final paper or project.

CSS 497 provides students with the opportunity to earn academic credit while working on a project that has potential benefits for industry or community organizations. Students learn by connecting classroom theory and community-based experience through the completion of an academic project.

